

The Summit Preparatory School Board of Trustees

May 16, 2022, 5:30 p.m.

Virtual Meeting

Meeting Minutes – Edit to Post

Attendees:

Presiding: Dave Bishop, Chair

Board Members: James Ballard, Leah Blakey, Rachel Gerken, Ariel Sparrow, Angela Teters, and Judy Thompson

Ex Officio Members: Melissa Gelner and Katie Heet

Administration/Faculty: Amy Maas, Emma Smith and Kristin Walker

Absent: Kristen Bright and Dana Thomas

Meeting called to order by Dave Bishop at 5:35p.

- Celebrations
 - Grandfriends Day & Spring Concert – Special thanks to Sarah Leighninger, Melissa Kimmons, Marissa Bradley, Emma Souza, Anna Cook, Amy Maas, Meredith Taylor and Trea Klein.
 - First round of patio garden planting – Thanks to Dana Thomas and team!
 - Culture Day - Senoras Leighninger and Souza planned a fun day.
 - Cameron Coring (9th) - Varsity Tennis Team, 2nd Place at Districts Tournament
 - Class of 2022 Graduating Seniors (Bryn Bishop, Henry Currao Verity Gerhold, Zion Hall, Ivy Johnson) and 8th Grade Class – Great attendance and exceptional speeches!
 - Last Day of School – May 17th is the last full day, May 18th is the Color Run in the backyard.
 - Raven Rally in the backyard was enjoyed by all in attendance.
- Financial Report and Financial Statements were distributed prior to the meeting. Kristin Walker presented the Financial Report.
 - The Balance Sheet was current as of April 30, 2022 and showed a strong Cash/Cash Equivalent. As compared to the balance sheet from last year, cash was up \$119,788.
 - Budget versus Actual for April: Income was up \$11,924 and expenses were below budget by \$4,406. Net income was above budget by \$16,330.
 - YTD Budget versus Actual: Total Income is above budget by \$97,465. Net income is above budget by \$335,978.

MOTION: Judy Thompson moved to approve the Finance report as presented. Leah Blakey seconded. Motion was approved.

CONSENT AGENDA (Status Reports)

The following reports were submitted to the board in advance of the meeting.

1. Head of School Report – Dr. Katie Heet
2. Faculty Report – Emma Smith
3. Admissions Report – Amy Maas
 - 136 students are enrolled for the 2022-23 school year. Several additional contracts have been extended.
4. Development Report – Dr. Katie Heet
5. Marketing Report – Amy Maas
 - Updated promotional video coming in 2023. New ad for Ozarks Public Television/PBS Kids scheduled for this summer.
6. Strategic Planning – no report
7. Building and Grounds Report – no report
8. Crisis and Risk Assessment – no report

MOTION: Angela Teters moved to approve the Consent Agenda as presented prior to the meeting. James Ballard seconded. Motion was approved.

OLD BUSINESS

- Staffing Update – Additional open positions have been filled and community announcements will be released soon. Lower School Spanish and Upper School Music are the two current open positions. Admin positions available include Development and Business Operations/Finance.
- Audit Update – The auditors presented an audit update at the May Finance Committee meeting. The signed report is still in progress and will be distributed to the board upon receipt.

NEW BUSINESS

- Nominating Report – The Nominating Committee is working to fill five open board positions for the 2022-23 school year. One application has been received.
- Officer Slate 2022-2023 - Recruitment for the Treasurer position is in progress with the intent for the Nominating Committee to present a candidate for voting at the June meeting.

MOTION: Angela Teters on behalf of the Nominating Committee would like to make a motion to approve the following slate for the 2022-2023 Executive Committee. Rachel Gerken seconded. Motion was approved.

- James Ballard - President
- Judy Thompson - Vice President
- Ariel Sparrow - Co-Secretary
- Angela Teters - Co-Secretary

MOTION: Angela Teters on behalf of the Nominating Committee would like to make a motion to take a vote on Gerald Zamora's acceptance as a BOT member beginning in the 2022-2023 year. Leah Blakey seconded. Motion was approved.

- Retirement Recognition – All departing faculty members were recognized and celebrated at the recent Raven Rally.
- Nominating Slate – 1st Reading

APPROVAL OF MINUTES FROM APRIL 18, 2022, BOT MEETING

MOTION: James Ballard made a motion to approve the April 18, 2022, BOT minutes as distributed. Ariel Sparrow seconded. Motion was approved.

Meeting adjourned at 6:10 p.m.

Closed Session meeting followed to address a parent concern.

Meeting minutes respectfully submitted for approval by BOT Secretary, Rachel Gerken on June 25, 2022.